

City of Maple Valley
ECONOMIC DEVELOPMENT COMMISSION
Rules of Procedure

I. NAME

- A. The official Name of the organization shall be the “City of Maple Valley Economic Development Commission,” hereinafter referred to as the “Commission”

II. MEETINGS

- A. The Commission shall consist of nine members as appointed by the City Council
- B. The location for the Commission regular meetings shall be at: Maple Valley City Hall, 22017 SE Wax Road – Suite 200 in the Large Conference Room, unless otherwise noticed. Assigned senior staff will be responsible for ensuring that proper public notice has been given.
- C. Regular meetings shall be held on the third Tuesday of each month. All meetings shall convene at 7:30 a.m. and adjourn by 9:30 a.m. Continuation of any meeting past 9:30 a.m. will require approval by motion and affirmative majority vote of the Commissioners present
- D. The fourth Tuesday may be used as an alternate meeting date, in the event of meeting cancellation
- E. Not less than 24 hours’ notice shall be given for the posting, publication, or cancellation of any meeting of the Commission
- F. Except as provided by these rules and procedures, Roberts Rules of Order (most current edition) shall govern the conduct of all commission meetings
- G. The Commission alternate(s), if any, shall strive to attend all Economic Development Commission meetings and participate in deliberations, although the alternate will not be counted for a quorum and will not participate in voting

III. ELECTION OF OFFICERS

- A. Officers of the Commission shall be elected from within its membership; such offices shall be Chair, Vice-Chair, and other offices that the Commission may choose to approve and appoint by majority vote
- B. The election of officers will take place each year, at the first regular meeting in May. The term of office for all positions shall continue until subsequent election
- C. A vacancy of any office due to resignation or removal of a member holding that office will be filled by special election to the Commission. In the event the office of Chair is vacated, the Vice-Chair shall serve in that capacity until the required special election of the Commission is held

IV. CHAIR AND VICE-CHAIR

- A. The Chair shall preside over all meetings of the Commission in accordance with Roberts Rules of Order
- B. In the absence of the Chair, the Vice-Chair shall perform all duties incumbent of that position

- C. In the event of the absence of both the Chair and Vice-Chair, a temporary chairperson shall be appointed by majority vote of the members present in order to perform such duties incumbent of the position of Chair

V. CLERK OF THE COMMISSION

- A. The City Manager/Economic Development Manager shall designate a Clerk of the Commission who shall provide for a tape recording of all Commission meetings and shall ensure that summary minutes of each meeting are prepared
- B. The Commission will accept such summary minutes as the official minutes of the meetings upon approval
- C. The Clerk of the Commission will conduct and record roll call of the Commission membership as the first order of business at regular and special meetings

VI. QUORUM

- A. A quorum of the Commission will consist of not less than four members present at regular meetings and public hearings. A simple majority vote of the quorum present shall be sufficient to: (1) Conduct routine Commission business; and (2) Recommend denial of an item referred to the Commission for review. *A majority vote of the entire membership will be necessary to recommend approval of an item referred to the Commission for review.*
- B. In the absence of a quorum, all agenda items not disposed of in accordance with these rules and procedures shall be continued to the next regular Commission meeting

VII. ABSENCES

- A. A Commissioner may be excused from a meeting by providing advance notice to the Clerk of the Commission or the Commission Chair
- B. In the event any Commissioner has unexcused absences from three or more meetings held during any calendar year, the Commission may request that the City Council appoint a replacement for that member
- C. Temporary Absence. If a Commissioner has more than three excused absences, or knows that he/she will be absent from regularly scheduled Economic Development Commission meetings for three or more consecutive meetings due to unique circumstances such as medical necessity, the member may offer his/her resignation or may request a temporary absence. If a temporary absence is requested, the term of absence shall be four months. The absent Commissioner's position will be filled by the Economic Development Commission Alternate One member. At the next regularly scheduled City Council meeting, notification will be provided regarding the temporary absence. If, at the end of the temporary absence, the Economic Development Commissioner is unable to return to the Economic Development Commission, the Commissioner's petition will be forfeit and the Economic Development Commission Alternate One member will be appointed to fill the remainder of the Commissioner's term

VIII. AGENDAS

- A. The City's Economic Development Manager, or designee, shall coordinate agenda preparation with the Commission Chair and shall be responsible for agenda publication and posting
- B. Copies of an agenda shall be made available to Commissioners not less than 48 hours prior to a scheduled meeting. Copies of pertinent data for the meeting will be attached to the agenda
- C. The Commission Chair and assigned senior staff should structure the agenda so that sufficient time is available for the Commission to take action on all action items. The Commission will continue discussion of action items not completed to a subsequent meeting as directed
- D. The agenda will indicate whether or not the Commission should take formal action on a particular matter

IX. PUBLIC MEETING PROCEDURES

- A. Chair calls the meeting to order
- B. Clerk conducts and records roll call
- C. Chair invites public comment (limited to three minutes for an individual or no more than five minutes when presenting the official position of a recognized organization)
- D. Approval of the agenda
- E. Chair asks for approval or amendment to previous meeting minutes
- F. Chair conducts public hearing (if scheduled)
- G. Commission addresses continued business
- H. Commission addresses new business
- I. Commission hears administrative comments from staff and Commission
- J. Announcement of upcoming meetings
- K. Chair adjourns meeting

X. PUBLIC HEARINGS

- A. Chair calls the meeting to order
- B. Clerk conducts and records roll call
- C. Chair opens the public hearing
- D. Staff report is provided
- E. Public testimony regarding the application is given
- F. Discussion and questions by the Commissioners
- G. Chair asks for final comments
- H. Commission has final discussions
- I. Chair closes or continues the public hearing
- J. Decision is made by the Commission to either recommend approval of, deny, continue, or return the topic to staff for further review. If the Commission returns the topic to staff for further review, the Commission shall clearly state the issues and/or questions for staff for research. Any member subject to Articles XI and XII of these rules will disclose compliance with these requirements prior to casting a vote

XI. CONFLICT OF INTEREST

- A. Any Commissioner having a direct or indirect interest in, or who would benefit from any matter that the Commission discusses, shall disclose this interest and shall, if deemed appropriate by that Commissioner or required by law, refrain from participating or voting on the matter at hand
- B. No member may participate or vote on a matter at hand unless the member has been in attendance at all public hearings regarding such matter or has listened to the taped recordings of the public hearing and reviewed the written record of the matter in question

XII. APPEARANCE OF FAIRNESS

- A. The Commission shall adhere to the applicable requirements of the appearance of fairness doctrine

XIII. AMENDMENT

- A. These rules and procedures may be amended at any regular or special meeting of the Commission if included as an item on the published and posted notice
- B. Any proposed amendment to these rules and procedures shall be in writing and will be provided to the members not less than seven calendar days in advance of the meeting at which such amendment will be discussed
- C. Adoption of any amendment to these rules and procedures shall be by simple majority of the members present at the meeting at which the proposed amendment is discussed

Sally Mohr, Chair

ADOPTED: June 25, 2019

REVISED: June 25, 2019